

**NATIONAL MARINE FISHERIES SERVICE  
NORTHEAST REGION  
EQUAL EMPLOYMENT OPPORTUNITY  
AND DIVERSITY ADVISORY  
COMMITTEE BYLAWS**

[Revision-March 2001]

**ARTICLE 1. NAME AND ORGANIZATIONAL ASSOCIATION**

This committee will be called the National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS) Northeast Region (NER), Equal Employment Opportunity (EEO) and Diversity Advisory Committee (DAC) and will be referred to as the EEODAC.

**ARTICLE II. PURPOSE**

The primary purpose of the EEO and Diversity Advisory Committee is to enhance Equal Employment Opportunity (EEO) and Affirmative Employment Program (AEP) communication between NER employees and management, to promote diversity in the workplace and serve in an advisory capacity on employee concerns regarding EEO, AEP and Diversity. The functions of the EEO and Diversity Advisory Committee will include:

- A. Serving in an advisory role to the NMFS EEO and Diversity Program Managers;
- B. Recommending goals, objectives, plans, policies, programs, and actions to NMFS NER management, to ensure fulfillment of EEO, AEP and Diversity requirements and activities;
- C. Advising/informing NMFS NER management of employee concerns regarding EEO, AEP and Diversity programs;
- D. Organizing forums for employees that provide information on EEO and Diversity policies and activities;
- E. Recommending studies or actions to evaluate or improve NMFS NER EEO and Diversity programs;
- F. Recommending reviews and solutions to EEO and Diversity issues and/or problems;

- G. Serving as a liaison and focal point for advice and communication as requested by Headquarters EEO and Diversity Advisory Committees through the EEO and Diversity Program Managers;
- H. Planning and developing activities that incorporate and enhance NMFS EEO, AEP and Diversity goals and objectives;
- I. Providing recommendations on recruitment sources to the EEO and Diversity Program Managers and NMFS NER managers;
- J. Providing quarterly briefings on EEO and Diversity Advisory Committee planned activities and accomplishments to the Deputy Regional Administrator, NER, and Deputy Science and Research Director, NEFSC;
- K. Preparing an annual report of EEO and Diversity Advisory Committee accomplishments.

### **ARTICLE III. MEMBERSHIP**

**Section 1.** The EEO and Diversity Advisory Committee is made up of not more than 30 and not fewer than 10 members. Membership on the EEO and Diversity Advisory Committee is open to all permanent, term and temporary (part-time or full-time) employees of NER and NEFSC offices who are interested in EEO and Diversity and willing to contribute toward that purpose. Each year prior to the December meeting, vacancies on the EEO and Diversity Advisory Committee will be filled through nomination, election and/or appointment by the Deputy Regional Administrator, NER, and Deputy Science and Research Director, NEFSC, based upon recommendations from the EEO and Diversity Advisory Committee. Committee membership will be representative of sex, race, age, grade level, supervisory/non-supervisory, union/non-union, work-site and organizational structure of the desired workforce within the Northeast Region of NMFS.

At least 4 weeks prior to election or appointment, the EEO and Diversity Advisory Committee will inform NER and NEFSC employees of the number of vacancies that will occur the following January 1 and request that interested individuals who wish to volunteer to serve on the EEO and Diversity Advisory Committee inform their supervisor and the EEO and Diversity Advisory Committee chairperson in writing.

**Section 2.** Terms of new members will begin at the January meeting and run for 2 years. Members who wish to extend their service for a second consecutive term must be elected in the annual election for EEO and Diversity Advisory Committee members or appointed by the Deputy Regional Administrator, NER and Deputy Science and Research Director, NEFSC. If

a vacancy occurs with more than 1 year remaining on the term, it will be filled by appointment by the Deputy Regional Administrator, NER and Deputy Science and Research Director, NEFSC, after considering the recommendations of the EEO and Diversity Advisory Committee. Members may not serve more than two consecutive terms. Members who have been elected or appointed for two consecutive terms may be elected or appointed again after a non-service period of at least 1 year.

**Section 3.** Each member of the EEO and Diversity Advisory Committee is entitled to one (1) vote.

**Section 4.** Each member of the EEO and Diversity Advisory Committee will sign a Memorandum of Understanding with the member's immediate supervisor. The Memorandum of Understanding will include: (1) Member's name; (2) effective dates of membership; (3) agreed upon time (based on current NMFS policy) allotted for EEO and Diversity Advisory Committee duties; (4) statement reflecting accountability and responsibility; and (5) signatures of member and immediate supervisor of member.

**Section 5.** Resignations will be submitted in writing to the EEO and Diversity Advisory Committee Chairperson. Vacancies will be filled in accordance with Section 2 of this Article.

**Section 6.** Ex-officio (non-voting) members of the EEO and Diversity Advisory Committee will include the Deputy Regional Administrator, NER, the Deputy Science and Research Director, NEFSC, the NMFS EEO and Diversity Program Managers, a NOAA Personnel Office representative, and the immediate past Chairperson of the Committee. These members will be in addition to those members elected or appointed pursuant to Section 1 of this Article.

**Section 7.** The EEO and Diversity Advisory Committee Chairperson will appoint EEO and Diversity Advisory Committee members to one of the ad hoc committees, with a balanced distribution of members on each ad hoc committee.

#### **ARTICLE IV. OFFICERS**

**Section 1.** Officers of the EEO and Diversity Advisory Committee are: Chairperson, Vice-Chairperson, Secretary, and Assistant Secretary.

**Section 2.** Candidates for each office will be nominated and elected by the members of the EEO and Diversity Advisory Committee at the January meeting, or at the meeting following the resignation of an officer. Nomination will be made from the floor, with prior consent of the nominee.

**Section 3.** Officers will be elected by vote of members present, sufficient a quorum. A quorum consists of not fewer than one-half of the members of the EEO and Diversity Advisory Committee.

**Section 4.** Officers will be elected for 1-year terms.

**Section 5.** The Chairperson will preside over the EEO and Diversity Advisory Committee meetings and appoint ad hoc committees. The Chairperson will be an ex officio (non-voting) member of all ad hoc committees.

**Section 6.** The Vice-Chairperson will perform the duties of Chairperson, in the latter's absence, will assist the Chairperson as requested, and prepare the annual budget request for the EEO and Diversity Advisory Committee (See Article VIII).

**Section 7.** The Secretary will: (1) record attendance at meetings; (2) take minutes of the meetings; (3) maintain a list of office addresses; (4) notify the members of the time and place of meetings; and (5) conduct the correspondence of the EEO and Diversity Advisory Committee and other interested persons not later than 10 days after the meeting.

**Section 8.** The Assistant Secretary for the EEO and Diversity Advisory Committee will perform the duties of the Secretary as requested.

**Section 9.** All EEO and Diversity Committee officers may serve on ad hoc committees.

**Section 10.** Outgoing officers will remain on the EEO and Diversity Advisory Committee for a period of 60 days as ex-officio nonvoting members for purposes of providing continuity and expertise during the transitional period.

## **ARTICLE V. EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee will consist of the officers of the EEO and Diversity Advisory Committee, the Chairperson of each ad hoc committee, and the NMFS EEO and Diversity Program Managers and the immediate past Chairperson.

**Section 2.** Funds made available to the EEO and Diversity Advisory Committee will be supervised by the Executive Committee, which will have the authority to expend funds allocated to support the EEO and Diversity Advisory Committee activities. The EEO and Diversity Advisory Committee will vote on the Executive Committee's recommendation.

## **ARTICLE VI. AD HOC COMMITTEES**

At any time, ad hoc committees may be formed with a focus upon a specific issue or related issues (i.e., programs, personnel, administration, policy, and diversity). They may be permanent or exist only until a task is completed. Members may join more than one ad hoc committee. The EEO and Diversity Advisory Committee Chairperson must approve the formation of an ad hoc committee, and may appoint ad hoc committees as the need arises.

## **ARTICLE VII. MEETINGS**

**Section 1.** The Chairperson will establish a schedule of regular monthly meetings. These meetings will be open to all NMFS/NER and NEFSC employees, and notice of the times and places of the meetings will be posted on NMFS/NER and NEFSC Homepage and/or electronic and floor bulletin boards.

**Section 2.** Special meetings of the EEO and Diversity Advisory Committee may be called by the Chairperson or upon written request of one-fourth of the members of the EEO and Diversity Advisory Committee. The call for a special meeting will state the business to be transacted.

**Section 3.** A quorum consists of not fewer than one-half of the members of the EEO and Diversity Advisory Committee.

**Section 4.** The rules contained in "Robert's Rules of Order Newly Revised" will govern the meetings of the EEO and Diversity Advisory Committee unless inconsistent with these bylaws. Business not set forth in the notice of the meeting will not be transacted if a majority of the members present object.

**Section 5.** All EEO and Diversity Advisory Committee correspondence will be subject to review and approval by EEO and Diversity Advisory Committee officers.

## **ARTICLE VIII. BUDGET**

**Section 1.** The EEO and Diversity Advisory Committee will have an annual budget. The budget will cover a fiscal year (i.e., October 1 through September 30) .

**Section 2.** Prior to October 1 of each year, the Vice-Chairperson will prepare a budget request covering the fiscal year beginning October 1. The Vice-Chairperson may appoint other EEO and Diversity Advisory Committee members to assist.

**Section 3.** As stated in Article V, Section 2., the Executive Committee will authorize and oversee expenditures from the annual budget.

## **ARTICLE IX. AMENDMENTS**

Subject to final approval by the Deputy Regional Administrator, NER and Deputy Science and Research Director, NEFSC, these bylaws may be amended at any meeting by a two-thirds majority, provided that previous written notice of the proposed amendment be given in the call for that particular meeting.

Approved:

Date: Mr. George Liles  
Chairperson,  
Equal Employment Opportunity and Diversity Advisory Committee

Approved:

Date: Dr. Christopher Mantzaris  
Deputy Regional Administrator, NER

Approved:

Date: Dr. John Boreman  
Deputy Science and Research Director, NEFSC